RECOMMENDED ACTION AND JUSTIFICATION:
Resolution Transferring Funds from Administration Salary Savings to Fixed Assets for the Purchase of a 4-Drawer Lateral File Cabinet($550)

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Attached is a request from the Executive Secretary, Administration, for the purchase of a filing cabinet to accommodate the growing need of file space in Administration. The expense is recommended to be transferred from salary savings in Administration. The savings is a result of the three month County Administrative Officer vacancy which amounts to approximately $15,000.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. The Board may deny the request and no expenditure will be made for this fixed asset, however, this is an opportune time to improve office space usage by this purchase.

COSTS:
- ( ) Not Applicable
- A. Budgeted Current FY $0
- B. Total Anticipated Costs $550
- C. Required Additional Funding $550
- D. Internal Transfers $550

SOURCE:
- ( ) 4/5ths Vote Required $-
- A. Unanticipated Revenues $-
- B. Reserve for Contingencies $-
- C. Source Description:

Balance in Reserve for Contingencies , if approved:

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Memorandum dated 12/6/96 from Executive Secretary to Acting CAO
Budget Action Form

CLERKS USE ONLY:
Res. No. 96-507 Ord. No.
Vote - Ayes: 5 Noes:
Absent: 
- Approved: 
- ( ) Denied
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office
Date:

ATTEST:
MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

BY:
Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:
- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment:

CAO’s Initials: [Signature]
Action Form Revised 5/92
COUNTY OF MARIPosa
BUDGET ACTION FORM

DEPT/DIV: Administration CONTACT: Susan Lyons, Executive Secretary
DATE: December 17, 1996 PHONE: 209-966-3222

ACTION REQUESTED: (Check All That Apply)

☐ Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the County budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

☒ Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

☐ Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.)

☐ Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries, OR transfers within the County budget under $50.00 to accommodate minor variations from the budget.

<table>
<thead>
<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT ($) (FROM)/TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-0102-412-0101</td>
<td>Admin Salaries - County Admin Officer</td>
<td>(550.00)</td>
</tr>
<tr>
<td>001-0102-412-0678</td>
<td>Admin Fixed Assets - File Cabinet</td>
<td>550.00</td>
</tr>
</tbody>
</table>

Justification: Purchase of File Cabinet for Administration from County Administrative Officer Salary Savings.

Department Head Signature: ______________________________ Date: 12-6-96

Approved By: Res. No. 96-507 Clerk: __________________________ Date: 12-17-96

Administrator: ____________________________________________ Date: ___________

Auditor: __________________________________________________ Date: ___________

AUDITOR'S USE ONLY:

Description: ____________________________________________ Transfer No.: ___________

________________________________________________________ B.R. No.: ___________

Budget Action Form Revised 5/92